

# COUNCIL POLICY MANUAL - TABLE OF CONTENTS

April 26, 2004

Reference List of Repealed Titles for Policy Numbers not in use at this time is contained in Appendix A. Untitled Policy Numbers are available for reassignment. Availability of all Policy Numbers are to be verified with the City Clerk's Office. Call (619) 533-4013 for verification.

| POLICY<br>NUMBER | POLICY TITLE   | RESPONSIBLE<br>DEPARTMENT |
|------------------|--|---------------------------|
| <b>000</b>       | <b>ADMINISTRATION AND GOVERNMENT</b>   |                           |
| 000-01           | Council Policy Manual  | City Clerk                |
| 000-02           | Budget Process   | Financial Management      |
| 000-03           | People with Disabilities   | Community Services        |
| 000-04           | Code of Ethics and Ethics Training   | City Clerk                |
| 000-05           | Coordination of Special City<br>Council Meeting  | City Clerk                |
| 000-06           | Reconsideration of Closed Hearings   | City Clerk                |
| 000-07           | General Regulatory Legislation   | Financial Management      |
| 000-08           | Travel by City Personnel   | Financial Management      |
| 000-09           | Claims Against the City  | Risk Management           |
| 000-10           | Use of the Council Chambers,<br>Council Conference Room and<br>Council Committee Room    | City Clerk                |
| 000-11           | Appeals from Decision of the<br>Police Chief Relative to Police-<br>Regulated Businesses | City Manager              |
| 000-12           | Racial Discrimination  | City Manager              |
| 000-13           | Procedure for Mayor and Council<br>Appointments  | Mayor                     |
| 000-14           | Sister City Program Travel By<br>Council Members   | Mayor                     |
| 000-15           | Complaints Alleging Misconduct on<br>the Part of City Employee or Officer                | Citizens Assistance       |

|                          |   |                      |
|--------------------------|---|----------------------|
| 000-16                   | Open Meetings   | City Clerk           |
| 000-17                   | Furnishing Back-up Material for Council Docket  | City Clerk           |
| 000-18                   | Sister City Program   | Mayor                |
| 000-19                   | Legislative Policy Guidelines   | Mayor                |
| 000-20                   | Annual Council Programming  | Financial Management |
| 000-21                   | Submission of Ballot Proposals  | City Clerk           |
| 000-22                   | Routing Procedures for Communication Items  | City Clerk           |
| 000-23                   | (Available for reassignment)  |                      |
| 000-24                   | Citizens' Complaints Regarding Municipal Code Violations                                | City Attorney        |
| 000-25                   | Records Management Program  | City Clerk           |
| 000-26                   | City Funds Commission Reports   | City Attorney        |
| 000-27                   | "In Town Reimbursable Expense" & "Out-of-Town Travel Procedures"                        | City Attorney        |
| 000-28                   | Expenses for Executive & Managerial Recruitment   | Financial Management |
| 000-29                   | Hearing Procedures for Protests of Contract Selection or Non-Responsibility Designation | Engineering          |
| 000-30                   | Competition Program   | Financial Management |
| 000-31<br>thru<br>000-39 | (Available for reassignment)  |                      |
| 000-40                   | Marketing Partnership Program   | City Manager         |
| 000-41                   | Product Endorsement   | City Manager         |
| 000-42<br>thru<br>000-49 | (Available for reassignment)  |                      |
| 000-50                   | Emergency Response Plan for the Homeless  | City Manager         |
| 000-51                   | Comprehensive Homeless Policy   | City Manager         |

|            |  |                                  |
|------------|--|----------------------------------|
| 100-01     | Joint Purchasing   | Purchasing                       |
| 100-02     | City Receipt of Donations  | City Manager                     |
| 100-03     | Transient Occupancy Tax  | Financial Management             |
| 100-04     | Americans with Disabilities Act Compliance/City Contractors                            | City Manager                     |
| 100-05     | Fees - Public Notification   | Financial Management             |
| 100-06     | City Support for Special Events  | PS&NS Committee                  |
| 100-07     | Library Matching Materials Fund  | Library                          |
| 100-08     | Library Matching Equipment Fund  | Library                          |
| 100-09     | Use of Urban Development Action Grant (UDAG) Revenue                                   | Real Estate Assets               |
| 100-10     | Local Vendor Preference  | Purchasing                       |
| 100-11     | Refund and Relief Policy When Permits or Approvals Are Issued In Error                 | City Manager                     |
| 100-12     | Industrial Development Bond Program  | Purchasing                       |
| 100-13     | Procurement Limitations Adjustments Based on the Consumer Price Index                  | Financial Management             |
| 100-14     | Procurement Policy: Recycled Products  | Purchasing                       |
| 100-15     | "Official City Advertising"  | City Attorney                    |
| 100-16     | Procurement of Products and Services from California's Prison Industry Authority (PIA) | Purchasing                       |
| 100-17     | Drug-Free Work Place/City Contractors  | Purchasing                       |
| 100-18     | Parking Meter Revenue Allocation & Expenditure Policy                                  | Community & Economic Development |
| 100-19     | Annual Appropriation for Library Operations and Maintenance                            | City Council                     |
| 100-20     | General Fund Reserve Level   | Financial Management             |
| <b>200</b> | <b>MAINTENANCE AND OPERATION</b>   |                                  |
| 200-01     | Distribution of Street Improvement Costs   | Engineering                      |
| 200-02     | Gas Tax Fund - Use of  | Engineering                      |

|            |  |                           |
|------------|--|---------------------------|
| 200-03     | Financing Street Improvements<br>in Older Urbanized Areas                                | Engineering               |
| 200-04     | Installation or Removal of Time<br>Limit Parking Zones & Parking<br>Meter Zones          | Engineering               |
| 200-05     | Planting of Trees on City Streets  | Park & Recreation         |
| 200-06     | Criteria for Installation of<br>Traffic Signals  | Engineering               |
| 200-07     | Comprehensive Pedestrian Crossing<br>Policy  | Engineering               |
| 200-08     | Criteria for the Installation of<br>Stop Signs   | Engineering               |
| 200-09     | Street Tree Plan - Central<br>Business District  | Park & Recreation         |
| 200-10     | Community Identification Signs   | Engineering               |
| 200-11     | Criteria for Designation of<br>Through Streets   | Engineering               |
| 200-12     | Sidewalk Maintenance Policy  | Transportation            |
| 200-13     | Maintenance of Public Facilities-<br>Building  | Transportation            |
| 200-14     | Park and Recreation Facility<br>Landscape Design   | Park & Recreation         |
| 200-15     | Valet Parking & Passenger Loading<br>Zone Policy   | City Attorney             |
| 200-16     | Audible Pedestrian Traffic Signals<br>for the Blind Intersection<br>Evaluation Procedure | Engineering               |
| 200-17     | Alternative Fuels  | Transportation            |
| 200-18     | Mid-Block Street Light Policy for<br>Developed Areas                                     | Engineering               |
| 200-19     | Use Of City Vehicles By City Employees   | Risk Management           |
| 200-20     | Solid Waste & Recycling Facilities<br>Siting and Expansion Policy                        | Environmental<br>Services |
| <b>300</b> | <b>PERSONNEL</b>   |                           |
| 300-01     | Utilization of Volunteers  |                           |
| 300-02     | Employee Overtime  | City Manager              |

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|------------|---|--------------------|
| 300-03     | (Available for reassignment)  |                    |
| 300-04     | Annual Salary Review of Positions with Salaries Established by Council                            | City Manager       |
| 300-05     | (Available for reassignment)  |                    |
| 300-06     | Employee-Employer Relations   | City Manager       |
| 300-07     | Consultant Services Selection   | Engineering        |
| 300-08     | Procedure for Confirmation of Appointment of Chief of Police                                      | City Manager       |
| 300-09     | City Liability for Employee Participation in Off-Duty Events                                      | Risk Management    |
| 300-10     | Equal Opportunity   | Personnel          |
| 300-11     | City Contract Provisions with Respect to Hiring City Employees                                    | Mayor              |
| 300-12     | Child Care  | Community Services |
| <b>400</b> | <b>UTILITIES - WATER AND SEWERAGE</b>   |                    |
| 400-01     | Service of Water Outside of Political Boundaries  | Water              |
| 400-02     | Biosolids Beneficial Use  | Metro Wastewater   |
| 400-03     | Self-Sustaining Reservoir Recreation Program  | Water              |
| 400-04     | Emergency Storage of Water  | Water              |
| 400-05     | (Available for reassignment)  |                    |
| 400-06     | Replacement, Betterment and Expansion of Water and Sewer Facilities in Previously Developed Areas | Water              |
| 400-07     | Reimbursement Financing of Water & Sewer Facilities in Undeveloped Areas                          | Water              |
| 400-08     | Metropolitan Sewerage System: Addition of Later Participating Agencies                            | Water              |
| 400-09     | Action Plan for City's Future Water Supply  | Water              |
| 400-10     | Claims Related to Water Main Breaks and Sewer Backups   | Water              |

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|------------|--|----------------------------------|
| 400-11     | Action Plan for Implementation of Water Conservation Techniques  | Water                            |
| 400-12     | Implementation of Water Reclamation/Reuse  | Water                            |
| 400-13     | Planning for Management of Sewer Facilities Located in Canyons and Other Environmentally Sensitive Lands |                                  |
| 400-14     | Planning for Redirection of Sewage Discharge Away from Canyons and Other Environmentally Sensitive Lands |                                  |
| <b>500</b> | <b>PUBLIC SAFETY AND LAW ENFORCEMENT</b>   |                                  |
| 500-01     | Addition of Sworn Police Officers  | Financial Management             |
| 500-02     | Taxicab Permits  | Financial Management             |
| 500-03     | Tow Trucks - Police Requested  | Purchasing                       |
| 500-04     | (Available for reassignment)   |                                  |
| 500-05     | (Available for reassignment)   |                                  |
| 500-06     | Regulation of Fireworks Displays   | City Council                     |
| 500-07     | The Use of Proposition 172 (Local Public Safety Protection and Improvement Act of 1993) Funds            | City Manager                     |
| 500-08     | Disabled Persons Parking Zones on City Streets   | Transportation                   |
| <b>600</b> | <b>PLANNING AND ZONING</b>   |                                  |
| 600-01     | Annexations by City  | Engineering                      |
| 600-02     | Rezoning - Dedications and Improvements  | Engineering                      |
| 600-03     | Coastal Housing Program  | Community & Economic Development |
| 600-04     | Standards for Rights-of-Way and Improvements Installed Therein   | Engineering                      |
| 600-05     | Community Plans  | Community & Economic Development |
| 600-06     | Community Plans, Implementation of Adopted Plans: Rezoning   | Community & Economic Development |
| 600-07     | General Plan Amendment Procedure   | Community & Economic             |

|        |  |                                  |
|--------|--|----------------------------------|
|        |  | Development                      |
| 600-08 | Underground Conversion of Utility Lines by Utility Company                                     | Engineering                      |
| 600-09 | Community Planners Committee   | Community & Economic Development |
| 600-10 | Adequacy of Public Services in Connection with Development Proposals                           | Engineering                      |
| 600-11 | Credit for Park and Recreation Facilities Provided by Subdivisions                             | Park & Recreation                |
| 600-12 | Street Names   | Engineering                      |
| 600-13 | The San Diego Housing Trust Fund   | Housing Commission               |
| 600-14 | Development Within Areas of Special Flood Hazard   | Engineering                      |
| 600-15 | Street Vacations and Easement Abandonments   | Engineering                      |
| 600-16 | Major Structures Spanning Public Rights of Way   | Engineering                      |
| 600-17 | Park Funding - Non-Residential Development   | Engineering                      |
| 600-18 | Residential/Commercial/Industrial Development  | Community & Economic Development |
| 600-19 | Fostering of Balanced Community Development for the City of San Diego                          | Community & Economic Development |
| 600-20 | Open Housing   | Engineering                      |
| 600-21 | Subdivision Agreements   | Engineering                      |
| 600-22 | Availability of Schools<br>Attachment to 600-22 (Map)  | Community & Economic Development |
| 600-23 | Open Space Preservation and Maintenance  | Park & Recreation                |
| 600-24 | Standard Operating Procedures and Responsibilities of Recognized Community Planning Committees | Community & Economic Development |
| 600-25 | Underground Conversion of Utility Lines at Developer Expense                                   | Engineering                      |
| 600-26 | Policy to Encourage Temporary  | Real Estate Assets               |

Agricultural Activities on  
Properties Not Designated for  
Agriculture

|        |   |                                  |
|--------|---|----------------------------------|
| 600-27 | Low and Moderate Income Affordable Housing Project Permit Processing  | Engineering                      |
| 600-28 | Requirements for Development Approval in Planned Urbanizing Areas   | Community & Economic Development |
| 600-29 | Maintenance of Future Urbanizing Area as an Urban Reserve   | LU&H Committee                   |
| 600-30 | General Plan Amendments to Shift Land From Future Urbanizing to Planned Urbanizing Area   | LU&H Committee                   |
| 600-31 | Open Space Acquisition Through Donation or Assessment District Proceedings  | Park & Recreation                |
| 600-32 | Standards for Centre City Streets, Enhance Pedestrian Orientation & Access, Mass Transit & Alternative Transportation Options Other Than The Automobile | LU&H Committee                   |
| 600-33 | (Available for reassignment)  |                                  |
| 600-34 | Transit Planning & Development  | Community & Economic Development |
| 600-35 | Processing of Community Plan Amendments   | Park & Recreation                |
| 600-36 | Requirements for Annual Adjustment of Facilities Benefit Assessments and Prepayment of Assessments  | City Attorney                    |
| 600-37 | Development Agreements  | Community & Economic Development |
| 600-38 | Panhandle Lots and Access Easements   | Community & Economic Development |
| 600-39 | Land Guidance   | Community & Economic Development |
| 600-40 | Preparation of Long Range Plans   | Community & Economic Development |
| 600-41 | (Available for reassignment)  |                                  |
| 600-42 | Limited and Controlled Access Development   | Community & Economic             |



|            |   |                              |
|------------|---|------------------------------|
|            | (Gated Communities)   | Development                  |
| 600-43     | City of San Diego Telecommunication Antenna Policy  |                              |
| 600-44     | Placement of Wire Communications in Sewer and Storm Water Pipes                                     | MWWD                         |
| <b>700</b> | <b>PROPERTY, LAND RIGHTS-OF-WAY</b>   |                              |
| 700-01     | Sales to Other Government Agencies  | Purchasing                   |
| 700-02     | Community Development Block Grant Program (CDBG)  | PS&NS Committee              |
| 700-03     | Use of City-Owned Land by Youth Sports Organizations  | Park & Recreation            |
| 700-04     | Balboa Park Uses and Occupancy  | Park & Recreation            |
| 700-05     | Horton Plaza - Use of   | Park & Recreation            |
| 700-06     | Encroachments on City Property  | Neighborhood Code Compliance |
| 700-07     | Park Development by Non-City Funds  | Park & Recreation            |
| 700-08     | Mission Bay Park Policies   | Park & Recreation            |
| 700-09     | Retired Senior Volunteer Patrol (RSVP)  | City Council                 |
| 700-10     | Disposition of City-Owned Real Property   | Real Estate Assets           |
| 700-11     | Political Activities by Subsidized Lessees of City Properties                                       | Real Estate Assets           |
| 700-12     | Disposition of City Property to Non-Profit Organizations  | Real Estate Assets           |
| 700-13     | Capital Improvements Program for Park and Recreation Facilities                                     | Park & Recreation            |
| 700-14     | Management of City-owned Properties Within the Focused Planning Area of the San Dieguito River Park | Real Estate Assets           |
| 700-15     | Airport Policy  | Real Estate Assets           |
| 700-16     | Off-street Vehicle Parking Districts  | Engineering                  |
| 700-17     | Policy on Dedication and Designation Park Lands   | Park & Recreation            |
| 700-18     | Underground Structures Within the Right of Way  | Engineering                  |

|        |   |                      |
|--------|---|----------------------|
| 700-19 | City Participation in Construction of Buildings for Cultural Institutions | Financial Management |
| 700-20 | San Diego Port Policy   | Mayor                |
| 700-21 | San Diego Stadium Rentals   | Real Estate Assets   |
| 700-22 | San Diego Stadium Directors' Area   | Real Estate Assets   |
| 700-23 | (Available for reassignment)  |                      |
| 700-24 | Balboa Park Architectural Standards                                       | Park & Recreation    |
| 700-25 | (Available for reassignment)  |                      |
| 700-26 | Deed Acceptances  | Real Estate Assets   |
| 700-27 | (Available for reassignment)  |                      |
| 700-28 | Community Antenna Television (CATV) Franchises                            | Real Estate Assets   |
| 700-29 | (Available for reassignment)  |                      |
| 700-30 | (Available for reassignment)  |                      |
| 700-31 | (Available for reassignment)  |                      |
| 700-32 | Acquisition of Real Property Interests                                    | Real Estate Assets   |
| 700-33 | (Available for reassignment)  |                      |
| 700-34 | Vest Pocket Park Development  | Park & Recreation    |
| 700-35 | City Development of School Sites for Park Purposes                        | Park & Recreation    |
| 700-36 | Decoration of Public Structures by Private Citizens                       | Park & Recreation    |
| 700-37 | City Use of Cable Television  | Citizens Assistance  |
| 700-38 | (Available for reassignment)  |                      |
| 700-39 | (Available for reassignment)  |                      |
| 700-40 | Operation of San Diego Stadium  | City Manager         |
| 700-41 | Use of the RFP Process for Lease of City-Owned Land                       | Real Estate Assets   |
| 700-42 | Recreation Councils   | Park & Recreation    |
| 700-43 | (Available for reassignment)  |                      |
| 700-44 | Council Policy Flood Control Measures                                     | City Manager         |

|            |   |                                  |
|------------|---|----------------------------------|
| 700-45     | (Available for reassignment)  |                                  |
| 700-46     | Mills Act Agreements for Preservation of Historic Property                  | Community & Economic Development |
| <b>800</b> | <b>ENGINEERING, CONTRACTING, CONSTRUCTION</b>                               |                                  |
| 800-01     | Installation of Pedestrian Separation Structure                             | Engineering                      |
| 800-02     | (Available for reassignment)  |                                  |
| 800-03     | Public Infrastructure Financing Assessment Districts & Community Facilities | Engineering                      |
| 800-04     | Drainage Facilities   | Engineering                      |
| 800-05     | Median Openings   | Engineering                      |
| 800-06     | Capital Improvements Programming  | Financial Management             |
| 800-07     | Public Restroom Facilities  | Engineering                      |
| 800-08     | Construction Contract Bonds   | Purchasing                       |
| 800-09     | Assessment Deferral Program   | Engineering                      |
| 800-10     | Subdivision Improvements - Use of Lien Agreements                           | Engineering                      |
| 800-11     | Partial Release of Performance Bonds & Other Types of Sureties              | Engineering                      |
| 800-12     | Accelerated Turnkey Development by Private Parties of Public Facilities     | Engineering                      |
| 800-13     | Technical Requirements for the Transportation Demand Management Ordinance   | Transportation Demand Management |
| <b>900</b> | <b>GENERAL</b>  |                                  |
| 900-01     | Economic Development  | Real Estate Assets               |
| 900-02     | Energy Conservation and Management  | Environmental Servs              |
| 900-03     | Management & Marketing of City-Owned Industrial Property                    | Real Estate Assets               |
| 900-04     | Industrial Development  | Real Estate Assets               |
| 900-05     | The City of San Diego Health Facility Revenue Bond Law:                     | City Council                     |

Requirement of Insurance Under  
Municipal Code Section 47.0205

|        |  |                                     |
|--------|--|-------------------------------------|
| 900-06 | Solid Waste Recycling  | PS&NS Committee                     |
| 900-07 | Business Improvement Districts   | Real Estate Assets                  |
| 900-08 | Code Enforcement Impact Analysis   | City Manager                        |
| 900-09 | Community Reinvestment   | Real Estate Assets                  |
| 900-10 | Comprehensive Code Enforcement Policy  | City Manager                        |
| 900-11 | Inclusion of Public Art in Selected<br>Capital Improvements Program and<br>Redevelopment Agency Projects | Arts & Culture                      |
| 900-12 | Business and Industry Incentive Program  | Community & Economic<br>Development |
| 900-13 | Telecommunications   | City Manager                        |
| 900-14 | Sustainable Building Practices<br>(Green Building) for Public and Private<br>Projects                    | Environmental Servs                 |
| 900-15 | Small Business Enhancement Program (SBEP)  | Community & Economic<br>Development |
| 900-16 | (Available for reassignment)   |                                     |
| 900-17 | Storefront Improvement Program   | Community & Economic<br>Development |
| 900-18 | Purchase of Energy Efficient Products  | Environmental Servs                 |